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26 November 1952

MEMORANDUM FOR: Chief, Plans and Programs Staff

SUBJECT: Weekly Activity Report #47
12-25 November 1952I NEW ACTIVITIES

25X1 [] transferred out of the Basic Training Division on 24 November. During the short time she worked with the OC, she was able to institute a number of administrative procedures which have resulted in a much more efficient handling of the voluminous paper work of this Branch.

II OLD ACTIVITIES

25X1 a. BOC moved to the second floor, R & S Building, last week. The staff is pleased with the new arrangement; the provision of separate offices for instructors is good for morale, and will mean an increase in the quality and quantity of work they will be able to accomplish. [] office is sufficiently large to make a very acceptable classroom for the OB Course.

b. Modification of the proposed revision of basic courses is being studied in the light of the probable move of the OC.

c. There have been additional conferences with the Chief Instructors regarding the preparation of personnel evaluations.

25X1 d. The undersigned attended the CIA Orientation Course last week, and is of the opinion that [] outstanding presentation "Intelligence in Action" would add greatly to the BOC. When approached informally [] expressed a willingness to participate.

25X1 []
Chief, Basic Training Division

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